



NOUR DAOU

Executive Assistant

PROFILE

Over 7 Years of Experience in a Multinational Retail Company. Work & people oriented, with strong interpersonal, mentorship, organizational, and IT skills.

CONTACT

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+96171728559

Email:
noorzdaou@gmail.com

Reference:
Available Upon Request

EDUCATION

Notre Dame University

2013 - July 2017

[Bachelor's degree in international business management;
Dean's List for Four Times]

Evangelical School

2012 - 2013

[High School Degree attested by the ministry of education]

WORK EXPERIENCE

Azadea Group – [Dec 2017–Present]

- **Executive Assistant** [Sep 2021-Present]
 - Manage Calendars & Schedule Meetings
 - Coordinate Travel & Prepare travel budgets
 - Organize business trips
 - Extract Sales Data & Prepare reports
 - Prepare/ Design PowerPoint presentations
 - Follow up with new stores' feasibilities Studies
 - Conduct Research & Support with Expansion Plans
 - Prepare drafted Proposals for New Store Layouts
 - Support with Sustainability Presentations & Projects
 - Ensure smooth communication & project follow-up
 - Prioritized & responded to Executive emails
- **Admin Assistant** [March 2019 – Sep 2021]
 - Support HR with Onboarding & Prescreening
 - Assist Accounting Department with payment processes
 - Coordinated Procurement & Vendor Communication
 - Handle team orientations & trainings
 - Prepares Assessments for the Junior team
 - Support Business Development Department
 - Support Customer Experience Department
- **Junior Receptionist** [Dec 2017- March 2019]

Deir Al Oumara Hotel - Part time Receptionist [June 2017– Nov 2017]

Bank Med – One Month Internship [August 2016]

CERTIFICATIONS

Spanish Course, Institute Cervantes de Beyrouth, Lebanon
January 2022- March 2022

Mastering Digital Marketing Certification, Amideast, Lebanon
October 2020

The course syllables included email Marketing, Social media marketing (Facebook, Instagram, LinkedIn, twitter etc.), Google analytics, search engine optimization, search engine marketing, pay per click, & website conversion rate optimizations

Fundamentals of Digital Marketing Certificate, Google Digital Garage
10 May 2020

A basic introductory course that shed light on the importance of digital marketing when starting a new or already operating business. It explains the meaning of digital key terms, how to set goal and reach target audience.

Effective Communication Certificate, Tamayyaz, Lebanon -
April 2017

PROFESSIONAL SKILLS

- Microsoft Excel, PowerPoint, Word, Outlook
- Interpersonal Skills
- Leadership skills

LANGUAGES

- Proficient in English & Arabic
- Beginner in Spanish